HEADQUARTERS
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REPLY TO   4 Jan 04
ATTN OF: Maj Richard G. Augur, DO

SUBJECT: NC Wing Flight Crew Information File (FCIF) # 04-2: Checklist Policy

    TO: NC Wing Pilots, Commanders, and Stan/Eval members

1. This FCIF establishes policy for standardized use of the aircraft checklist. This policy will apply to all assigned aircrew members operating CAP aircraft. Throughout the flying world there are a wide range of procedures and techniques for accomplishing a checklist. For our purposes, "procedures" are defined as a mandatory method for accomplishing a task. "Techniques" are defined as one possible, but recommended, method for accomplishing a task.

2. The pilot-in-command (PIC) is ALWAYS responsible for ensuring that checklists are completed as recommended in the POH, unless circumstances and good judgment dictates otherwise. For sorties with two pilots on board and both occupying a control seat, one pilot will be designated the "Pilot Flying" (PF) and the other pilot designated the "Pilot Not Flying" (PNF). These designations are transferable during the sortie depending on the nature of the sortie. CAP flying, as with most flying, can be broken down into either "single pilot" flying or "crew concept" flying. For example, much of our proficiency flying is generally "single pilot" while our mission flying is almost entirely "crew" flying. **It is essential to safety, standardization and mission effectiveness that all aircrew members are working from the same philosophy concerning checklist accomplishment**.

3. **SINGLE PILOT CHECKLIST PROCEDURE. When operating under "single pilot" checklist procedures the PF shall initiate and accomplish required checklists.** This is regardless of how many pilots are in the aircraft, even if the PF is not the PIC. In the commercial aviation world the Captain is ALWAYS the PIC but is often times not the PF. However, it is the PF that is required to initiate checklists. As stated in paragraph 3, the PIC is always responsible for ensuring checklists are completed. The PIC is designated at the beginning of the flight and is noted on the flight release log (CAPF 99) and in the aircraft forms. This CAN NOT be changed without a new flight release (a legal issue for CAP). However, the PF may change numerous times throughout a flight depending on the nature of the flight. It is imperative that there be no confusion over who is responsible for initiating a checklist, and it only makes sense that the pilot operating the aircraft be responsible. **The PF may accomplish the checklist either silently or verbally. The PF will read each item on the checklist. If a setting is non-specific such as "as required", the PF will confirm the actual setting. The PF will also confirm checklist completion.** An example would be on a CAPF 5 checkride. If the checkride is under "single pilot" procedures then it is not necessary that the PF verbalize checklist accomplishment to the check pilot except for those times that may apply to passengers such as seatbelts and shoulder harnesses. The PF may verbalize some checklists and not others. Regardless, the check pilot grades checklist usage based on the outcome. That is, was the checklist completed?

4. **CREW CONCEPT CHECKLIST PROCEDURE. When operating under "crew concept", the PF will call for the checklist and the PNF will announce the checklist being accomplished and read the "challenge" (left side of the dash) portion of the checklist for each item. The PF will confirm the setting and respond with the appropriate answer (right side of the dash).** If the response is non-specific the PF will respond with the actual setting. The PNF will double check the setting and move to the next item. It is not required that the PNF verbalize the response. If the PF response is incorrect or the setting is incorrect the PNF will verbalize the discrepancy and the PF will

resolve the issue. This is called the "challenge and response" method of accomplishing checklists. An example would be "landing gear – down". The PNF states "landing gear". The PF would then confirm the landing gear is extended and respond "down". After all items are complete the PNF will announce the checklist complete (e.g. "Landing Checklist complete").   The PIC may choose the "Crew Concept" procedure when the other control seat is occupied by a CAP pilot, pilot trainee, Mission Observer or Mission Observer Trainee.

5. **For all operations, checklist items shall not be skipped with the intention of returning to that item later. The checklist shall be held at that point and then continued once the item is accomplished. The Checklist WILL be carried during the pre-flight exterior inspection.**

6. **The PIC will determine the checklist procedure to be used during the PREFLIGHT briefing.** For CAPF 5 checkrides, the check pilot will determine the procedure to be used. Normally, CAPF 91 checkrides will be "crew concept". Checklist discipline will be graded under CAPF 5, Item XIII.B. "Vigilance, Risk Management and Judgment". Checklist discipline will be graded under CAPF 91, Item XIII.C. "Crew Resource Management".

7. This procedure is new to many of you and will take time and training to get used to, but it will pay big dividends for our safety, standardization and effectiveness.

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Director of Operations